

**Report Date:** 29 Apr 2015

**Summary Report for Individual Task**  
**805B-79T-3403**  
**Conduct a Strength Maintenance Interview**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Given an appointment for a retention interview; with access to reference materials and automated retention resources.

**Standard:** Soldier will receive an overall GO on this task by receiving an overall GO on every performance measure..

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## **Performance Steps**

### **1. Prepare for the interview.**

#### **a. Prepare the interview area (when possible) by eliminating any potential distraction by selecting a private area.**

- (1) Remove all unnecessary materials from desk.
- (2) Place phone on silent or vibrate.
- (3) Ensure a clean professional environment.
- (4) Ensure proper seating for all interview attendees.

#### **b. Obtain incentives document, regulations, and publications for use during the interview.**

c. If preparing for an attrition or retention interview, identify and gather all available sources of information about the Soldier, and programs for which the Soldier might qualify, including: state specific strength maintenance forms; Soldier's iPerms record; previous interview notes; and comments from commander, first sergeant and supervisors.

#### **d. Obtain regulations and publications for use during the interview.**

### **2. Execute the interview.**

#### **a. Open the interview.**

- (1) Establishing rapport and credibility.
- (2) Verify (APPLE MD) or determine if the Soldier is still eligible for continued military service.
- (3) Propose Agenda (what/why/time).
- (4) Check for acceptance.

#### **b. Discuss and present interview.**

- (1) Ask targeted questions.
  - (a) Use open and closed questions.
  - (b) Uncover values and motivators: THE TEAMS.
- (2) Present personalized solutions.
  - (a) Relate ARNG features and how it could be a benefit for the Soldier.
  - (b) Check for acceptance.

\_1\_ If no acceptance repeat step B.

\_2\_ If acceptance is accomplished proceed to next step.

#### **c. Address concerns (If presented).**

(1) Ask questions (what, whys).

(a) Use open and closed questions.

(b) Listen actively (S-27).

(c) Uncover root cause for concern.

(d) Ask closed-end question to understand concern.

(2) Acknowledge.

(a) Confirm understanding of concern.

(b) Restate concern.

(3) Answer honestly.

(a) Maintain strong eye contact and answer with conviction.

(b) Share personal experience and previous solutions for concerns.

(c) Show resources and knowledge how to overcome concern.

(d) Give additional information or correct misinformation.

(4) Check acceptance from Soldier.

(a) If no acceptance repeat step C.

(b) If acceptance continue with interview process from where you left off.

d. Close.

(1) Restate previous discussed benefits.

(2) Ensure no additional concerns are present.

(a) Potential influences from COIs, Parents, Teachers, etc.

(b) Be aware of body language that indicates positive or negative attitudes.

(3) Ask for commitment.

(4) State next logical steps.

(5) Discuss influencer challenges.

(a) Ask questions to identify negative attitudes of applicant's (Soldiers) influencers.

(b) Provide reinforcement statements to defend commitment.

3. Extend the Soldier.

a. Prepare DA Form 4836.

b. Conduct the extension ceremony.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier a GO if all performance measures are passed (P). Score the Soldier a NO GO if any performance measure is failed (F).

**Evaluation Preparation:** Ensure that the Soldier being evaluated has access to all equipment and references required to successfully complete this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for the Interview.			
2. Executed the Interview.			
3. Extended the Soldier.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	LOCAL SOP	LOCAL SOP	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4